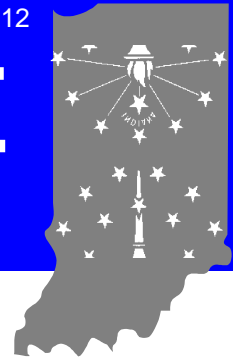


The INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



OFFICE OF THE GOVERNOR
INDIANAPOLIS, INDIANA 46204-2797

JOSEPH E. KERNAN
GOVERNOR

December 1, 2003

Dear Fellow State Employees:

As Lt. Governor and now Governor, I have been impressed daily by the hard work and dedication of state employees. The hours are long, the work is hard and the appreciation seems all too infrequent. As Woodrow Wilson once said, however, "We are not here to merely make a living. We are here to enrich the world, and we impoverish ourselves if we forget this errand." As state employees you embody this notion, this calling we refer to as public service. You in great part have helped Indiana to remain on track, safe, sound and poised for an incredible future.

It is with great pride and appreciation that I am able to announce a general salary adjustment for 2004, the first in over two years. Governor O'Bannon and I shared a belief in the value of service to others. I am honored to be able to announce the increase in salary Governor O'Bannon envisioned. Effective for 2004, 2% will be added to each employee's base salary. In addition, as last year, a grant of \$884 will also be added to the base pay to help compensate for an expected increase in health care costs. I have asked the State Personnel Department to provide specific details to you on how this increase will impact each classification within the State system and when it will be realized in your paychecks.

Despite the financially difficult times that continue from the past two years, please know your hard work and dedication never go unnoticed. Thank you for continuing to do important work for the State of Indiana. Best wishes for a successful 2004.

Sincerely,

A handwritten signature in black ink that reads "Joseph E. Kernan". The signature is written in a cursive, flowing style.

Joseph E. Kernan

December 1, 2003

Dear State Employees:

Governor Joseph E Kernan has asked that I provide specific information regarding increases to the State's pay plan for the year 2004.

A General Salary Adjustment will apply to all employees, with the exception of temporary and intermittent employees; Institutional Teachers; Teachers of the Deaf; Supervising Teachers of the Deaf; Substitute Teachers; Elected Officials; Judicial Branch; and Legislative Branch. The employees of the State Police, Department of Natural Resources and the Alcoholic Beverage Commission that are paid according to a pay matrix, are also exempt. Motor Carrier Inspectors will receive the Flat Grant only. Part time employees will receive only the General Salary Adjustment.

The General Salary Adjustment/Flat Grant will be effective December 7, 2003 for Payroll 'A' with the increase reflected on paychecks December 31, 2003.

The General Salary Adjustment/Flat Grant will be effective December 14, 2003 for Payroll 'B' with the increase reflecting on paychecks January 7, 2004.

The 2004 General Salary Adjustment calls for a salary increase of 2 percent or 25 cents an hour, whichever is greater for regular employees. In addition, a Flat Grant for health care of \$884 annually/ \$34 bi-weekly will increase the base wage of regular full time employees.

The minimums and maximums for the 2004 pay plan will be increased to reflect these changes. Pay rates for part time, temporary, and intermittent employees that are below the minimum of the new pay range will be adjusted to the minimum.

Sincerely,



D. Sue Roberson

Director, State Personnel Department

State Employees Invited to Attend and to Volunteer for Annual Dr. King, Jr. Celebration

State employee volunteers are needed to assist with the King Holiday Educational Youth Summit and the Annual State Employees' Celebration from 8:30 a.m. until 1:30 p.m. on January 16, 2004. Those wishing to volunteer for all or part of this time should contact Ms. Burnetta Sloss-Tanner, Public Education and Outreach Director/ Producer at (317) 233-6304 or bsloss-tanner@crc.state.in.us.

The Dr. Martin Luther King, Jr. Indiana Holiday Commission and the Indiana Civil Rights Commission invite all state employees to attend the Thirteenth Annual State Employees' Celebration from Noon until 1:00 p.m. on January 16, 2003, in the Capitol Rotunda. A special King Holiday Educational Youth Summit will be presented for eighth-grade school students. The summit will examine

the history of civil rights and ways to further Dr. King's legacy today.

From Noon until 1:00 p.m. in the Capital Rotunda, the State Employees' Birthday Celebration will be held. ***The Right to Dream: America's Struggles for Justice*** is the theme of the program that will salute the increasingly diverse population and workforce of our state. Patricia Russell McCloud, Esq., Indiana's native who is a well known Author, motivational, and inspirational speaker, named as one of the Top Five Motivators in America by ***Black Enterprise*** magazine, will give the keynote address. Her autograph-signed book, ***A is for Attitude, An Alphabet for Living*** will be presented to the first 300 students attending the summit and Dr. King's celebration in the Capitol Rotunda.

Finally! Discounts in YOUR AREA Worth Getting Excited About!

Perk it Up with a *PerksCard*!

How would you feel about a discount at Blockbuster Video, Days Inn, the Disney Store or a movie theater? Well, now you can! Get your PerksCard in December and see what all the fuss is about!

“Hundreds of discounts will soon be available to Indiana state employees! We’re taking state employee discounts to a whole new level with the help of the PerksCard Program,” explained State Personnel Executive Assistant Glenna Perry. “Not only will this new program showcase merchants **in each region of the state**, but a comprehensive web site will also lead to great deals nationwide for state employees.”

The Indiana PerksCards will be introduced at a series of open houses throughout the state in mid-December. The main kickoff event will be in Indianapolis on December 10, from 11 a.m. until 2 p.m. in the Statehouse Rotunda, followed by a series of regional fairs throughout the state. “PerksCard representatives, as well as businesses featured on the cards, will have displays and further information at the fairs, so we want to encourage all state employees to drop in at these events and pick up their regional cards,” Perry explained. Bob Dow, President of PerksCard states: “We are proud to provide the employees of the State of Indiana with the PerksCard. It is our goal to save people money on the things that they need and use every day. We hope the State of Indiana employees never have to pay retail again!”

The complete kick off schedule is below.

STATEWIDE KICK-OFF:

Wednesday, December 10, 2003

Statehouse Rotunda 11 a.m. - 2 p.m.

Governor Kernan will kick off the PerksCard program and invite state employees to participate. Complimentary T-shirts will be available for the first 1,000 state employees who stop by, and more than 35 PerksCard vendors will have displays and representatives on-hand.

Regional Events:

Thursday, December 11, 2003

- ***Correctional Industrial Facility -Pendleton***, 2:30 - 5:30 p.m. [5124 West Reformatory Road, Pendleton, IN] Located off of State Road 9, turn onto State Police Post Road/West 900 South. Go slightly left onto West Reformatory Road. Park in front of the Administration Building. You will be directed from the Administration Building
- ***Ft. Wayne State Developmental Facility*** 1 p.m. - 4 p.m. [4900 St. Joe Rd., Fort Wayne, IN] Located at the corner of St. Joseph Rd and St. Joe Rd. Event is in the Community Mall Building.
- ***INDOT Facility at LaPorte*** 10 a.m. – noon [315 E. Boyd Blvd., LaPorte, IN] Take Boyd Rd. off U.S. 35. It is the second building on the left. It is green glass.

Friday, December 12, 2003

- ***Wabash Valley Correctional Facility*** 2:30 - 5:30 p.m. [6908 S. Old U.S. 41, Carlisle, IN] 35 miles south of Terre Haute.
- ***Evansville State Hospital*** 1 p.m. – 4 p.m. [3400 Lincoln Ave., Evansville, IN] You must enter the property from Lincoln Ave., then make an immediate right and wind around the lake to the new building. Visitor parking is to the right of the new building. Go in main entrance, sign in and get directions to the meeting room.

Monday, December 15, 2003

- ***INDOT Facility at Seymour*** 10:00 a.m. – noon [185 Agrico Lane, Seymour, IN] West off I65 exit 49 on U.S. 50 /Tipton St. Turn right at the light at Agrico Lane and then about 1/5 mile on the right side.
- ***Turkey Run Inn at Turkey Run State Park*** 3 p.m. – 6 p.m. [8102 East Park Rd., Marshall, IN] Enter the park off SR 47 and follow directional signs to the inn.
- ***Richmond State Hospital*** from 1 p.m. – 4 p.m. [498 NW 18th St., Richmond, IN] When you arrive at the campus, stop by the Administration Building for directions to the Clinical Treatment Center Conference Room.

Benefit Summary:

- 1.) Participate either by using your issued PerksCard or visit the online PerksCard web site and search for offers by zip code or business type.
- 2.) PerksCards has national sponsors; you can use it from Indiana or any other area!
- 3.) PerksCards are FREE and available to all state employees.

Take a Look for Yourself!

In order to fully utilize the *PerksCard* for savings you must register yourself at www.perkscard.com. We have made registration very easy for *PerksCard* members. Regardless of where or how you received our *PerksCard* just go to www.perkscard.com and click register.

Your employer has issued you a *PerksCard* so visit our site and click register. Look for the statement: *Was your PerksCard issued by your employer or an affiliated organization/association?* Click the link directly below to register and begin saving money with your *PerksCard*.

A customizable username and password will be sent to your e-mail address. Simply retrieve your username and password from your e-mail and return to www.perkscard.com to log in.

The FAQ located on the web page will answer a lot of your questions. After you take a look, feel free to call if you need additional details.

TRAINING PROGRAMS

January 2004

Date	Time	Class	Cost
6	9:00 - 3:00	Comprehensive Labor & Employee Relations (CLER): Managing People**	\$25/program*
7	9:00 - 12:00	CLER: Selection & Interviewing**	
	1:00 - 4:00	CLER: Sexual Harassment for Managers**	\$25/program*
13	9:00 - 4:00	CLER: Personnel Rules**	\$25/program*
14	9:00 - 4:00	CLER: Union Settlements**	\$25/program*
15	9:00 - 12:00	Compensation Overview for HR Professionals**	Free
15	1:00 - 3:30	Hoosier S.T.A.R.T. "Investment Basics" (1:00pm-2:00pm) "Enrollment" (2:30pm-3:30pm)	Free
20	9:00 - 3:30	CLER: Performance Appraisals**	\$25/program*
21	9:00 - 11:00	CLER: Administrative Investigations**	
	12:00 - 4:00	CLER: Progressive Discipline**	\$25/program*
26	11:30 - 1:00	Basic American Sign Language (Limited enrollment-see "NOTE" below)	Free
27	9:00 - 4:00	CLER: ABC's of Discrimination**	\$25/program*
28	9:00 - 1:00	CLER: Family Medical Leave**	\$25/program*
27	9:00 - 4:00	CLER: ABC's of Discrimination**	\$25/program*
28	9:00 - 1:00	CLER: Family Medical Leave**	\$25/program*

NOTE: All classes will be held in the State Training Center except where noted. Basic American Sign Language consists of 1 meeting per week for 8 consecutive weeks. Participants must commit to all 8 sessions

*The Comprehensive Labor & Employee Relations (CLER) program has a fee of \$25.00 for each participant. The fee covers the 10 training sessions inclusive in the CLER program. CLER participants must commit to attend all 10 training sessions.

**These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

Please visit <http://www.in.gov/jobs/training&development/0homepag.htm> to check for calendar updates before registering.

Season's Greetings!



Artwork provided by Jerry Williams, State Personnel Department.

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The Interchange

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